

## **Guidelines for hosting the APMCHUD Conference**

The Conference of APMCHUD is a biennial event. This event is hosted by one of the member countries whose offer is consented to by the members in the previous conference of the APMCHUD. In the event of non-finalization of the host country during the conference, the bureau will be authorized to take up with the member countries and decide on the venue of the main conference.

The Bureau would regularly monitor the status of preparations for the conference and would offer guidance to the host country as may be required. The Bureau may preferably schedule one meeting of the bureau before the event in the host country to primarily review the preparations in detail. The Secretariat of APMCHUD would extend all possible assistance for successful organization of the event including coordination with the member countries.

The broad major activities relating to the organization of the Conference are outlined as under:-

1. Fixing the date of Event: To be proposed by the host country and endorsed by the Bureau. The date should be firmed up at the earliest, preferably at least six months before the event. In case for any reason the bureau meeting can't be scheduled for finalization of the dates, the Chairperson may give the consent on the proposed dates by the host country. The conference would generally be of three days duration, however, the decision regarding the duration could be proposed by the host nation and endorsed by the Bureau.
2. Conference Theme – to be proposed by the host country, in consultation with UN-Habitat. The Bureau would deliberate and

endorse the same. The sub-themes would continue to be in line with the 5 sub-themes already identified and approved. However, the focus under each working group could be aligned with the main conference theme. A conference logo could also be designed by the host country for use in the official stationery for the event along with the official logo of APMCHUD, UN-Habitat and the official Seal of the Government of the host country.

3. Preparation of Base Papers –The base papers are prepared by the host country, if necessary with the support of UN-HABITAT.
4. Invitations – Generally issued under the signatures of the Hon’ble Minister of the host country, the Chairperson and the ED, UN-Habitat. These are to be coordinated by the host country and the APMCHUD Secretariat. The participation is followed up by the Secretariat and the host country. The host country would hold appropriate discussions with the local missions of the member countries for the participation of their respective delegation.
5. Participation – invitations to be sent to :

Members:

- All the Hon’ble Members of the APMCHUD.
- Executive Director, UN-Habitat

Observers:

- Relevant bi-lateral and multi-lateral organizations
- Professional institutions of repute
- The Executive heads, or their representatives, of the relevant United Nations organizations and specialized agencies;
- Dignitaries and distinguished participants, as decided by the host country

6. Host country to tie up with the UN-Habitat for their participation and to meet necessary logistic and facilitatory requirement as may be required by UN-Habitat. Towards the same, the host country may formalize an MoU arrangement with UN-Habitat.
7. Special support for participation of LDC Countries: In line with the standard UN practice, the host country facilitates participation of one participant from a select number of LDC Countries.
8. Creation of a special website – A conference website would be created by the host country giving details with appropriate linkages to main web-site ([www.apmchud.org](http://www.apmchud.org)). The host country may propagate the event through local and international media as well as major international event like World Urban Forum etc. Appropriate brochures and pamphlets etc. could also be printed for distribution at major events as also to be enclosed with the formal invitations.
9. Venue for the conference and other logistics: the host country shall host the conference at a venue appropriate for the highest level of participation from member countries. Traditionally, the conferences have been held at the most prestigious state convention centre of the host country. Other logistics as required for a major international meet of senior ministers, as decided by the host country are put in place. The translation facilities are also generally provided for the benefit of the participants. The protocol, security and transport arrangements are to be made by the host country. The accommodation is also coordinated by the host

country which facilitates special bookings for participants at good hotels in the vicinity of the conference venue.

10. Field Trips: The host country may also arrange some field trips to its major projects in the sector as also the prominent tourist attractions for the benefit of the participants. Pre and post conference tours to nearby places of interest could also be facilitated.
11. The Conference is normally for three days duration out of which two days are devoted for the executive level meeting for the deliberations and preparation of the final consensus document to be presented to the Ministers meeting on the third day for their adoption and approval. The ministerial meeting is generally inaugurated by the Head of the Government of the host country. During the event, it is customary that the dignitaries on the dais include the Head of the Government of the host country, the Hon'ble member minister of the host country, the Chairperson of APMCHUD, the Executive Director of UN-HABITAT, the Chief Coordinator of APMCHUD, the Secretary General of the Conference Organizing Committee and other dignitaries as may be decided by the host country.
12. Some cultural events are traditionally organized on the evenings of conference days for the participants. The detailed programme is finalized by the host country and ratified by the Bureau in its meeting just prior to the conference.
13. Traditionally, an exhibition depicting the host country's initiatives in the habitat sector is organized in conjunction with the conference.

The host country may like to arrange the same and also could invite member countries in the sub-region to participate.

14. The Working Group sessions are generally held as parallel sessions for which separate conference rooms may be required. These Working Groups are chaired and co-chaired by Hon'ble Minister from participating countries and the official rapporteurs are generally the concerned official from the UN-Habitat. During the conference, various Hon'ble ministers like to avail the opportunity to have bi-lateral meetings. Accordingly, the host country may arrange few meeting rooms in the venue for such bi-lateral meetings.
15. The session on APMCHUD Organizational matters is chaired by the Chairperson, APMCHUD. The Agenda for the same is prepared by the APMCHUD Secretariat and the same is also hosted on the Conference website as well as APMCHUD Website.
16. The APMCHUD Conference adopts a Declaration, traditionally named after the host city like The Solo Declaration. The conference also adopts an Action Plan on each of the Working Groups. The draft for both the documents is prepared by the drafting committee in participation with the UN-Habitat.
17. The Conference also elects the next Bureau. Although, the next Chairperson, the Hon'ble Member from the host country, takes over the charge at the beginning of the ministerial segment, it is customary for the current Chairperson to request the Hon'ble member from host country to conduct the proceedings of the

conference at the inaugural ceremony of the official level segment itself.

18. After the conclusion of the conference, the host country, traditionally, brings out a manual on 'Conference Proceedings' to be distributed to all the member countries with extra copies for the Secretariat.